



DEPARTMENT OF THE ARMY
US ARMY CONTRACTING AGENCY SOUTHERN REGION HEADQUARTERS
1301 ANDERSON WAY SW.
BUILDING 130
FT McPHERSON, GA 30330-1096

REPLY TO
ATTENTION OF

SFCA-SR

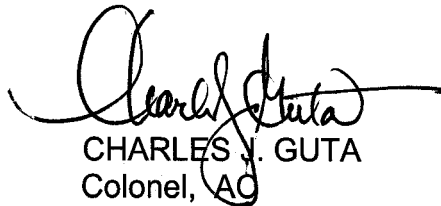
31 March 2003

MEMORANDUM FOR Army Contracting Agency Southern Region (ACASR)
Installations

SUBJECT: Southern Region Implementation Memorandum (SRIM) 03-20, DoD
Acquisition Career Management Mandatory Course Fulfillment Program Revisions

1. Reference enclosed Army Implementing Instructions, 17 March 2003, subject: DoD Acquisition Career Management Mandatory Course Fulfillment Program. COL Mary Fuller, Deputy Director, Acquisition Career Management, has signed a revision to Fulfillment to incorporate Level III courses, which were previously excluded.
2. The Fulfillment Program enables Army Acquisition Workforce (AAW) members to receive credit for mandatory Defense Acquisition University (DAU) courses for which they are able to demonstrate competency. In other words, an AAW member may receive credit for a DAU course if they can show the knowledge and information contained in the course has been gained through other venues such as on-the-job experience, equivalent courses, alternative training, etc. Course participation, however, remains the preferred method. Implementing instructions (ADS-99-03-GD) for the DoD Career Management Mandatory Course Fulfillment Program and Competency Standards for the courses which are included in the Fulfillment Program may be found on the DAU homepage at <http://www.dau.mil/career/files/fulfil99.pdf>.

Encl
as



CHARLES J. GUTA
Colonel, AC
Director

Army Contracting Agency – Southern Region
Principal Assistant Responsible for Contracting

ARMY IMPLEMENTING INSTRUCTIONS

DoD ACQUISITION CAREER MANAGEMENT MANDATORY COURSE FULFILLMENT PROGRAM

March 17, 2003

This document provides the Army's implementing instructions for the the Department of Defense Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards, ADS-99-03-GD.

The purpose of the Fulfillment Program is to enable Acquisition Workforce (AW) members and non-AW members to receive credit for mandatory Defense Acquisition University (DAU) courses for which they can demonstrate that they possess the required competencies.

The Army does not support Fulfillment where DAU offers the opportunity to take a comprehensive test in lieu of attending a course. Course credit must be obtained by examination.

The Army does not support Fulfillment for DAU courses offered through distance learning. Credit must be obtained by taking the course on-line. Hybrid of distance learning and resident courses may be fulfilled.

The ADS-99-03-GD may be found on the DAU Homepage, <http://www.dau.mil/career/files/fulfil99.pdf>. It contains the policies and procedures, DD Form 2518 (Fulfillment of Mandatory Training Requirements), and the self-assessment forms listing the competency standards for each DAU course. DAU updates the competencies standards as course material changes.

The process for Fulfillment of mandatory DAU courses follows:

a. The employee seeking fulfillment completes Section I of DD form 2518 (enclosed) (Appendix A of ADS-99-03-GD) and a self-assessment of the competency standards for the course for which Fulfillment is sought (Chapter 2 of ADS-99-03-GD). The employee includes any documentation that supports the request for Fulfillment credit; e.g., Standard Forms 52; college transcripts; transcripts from Government sponsored training; letters from supervisors detailing competencies that specifically address the course competencies. All competency standards for each course must be addressed and satisfactorily met. The employee signs in Block 6 of the form and obtains the initials of his supervisor to the left of the signature block.

b. The employee submits the Fulfillment request to the Reviewing Official. (Acquisition Career Managers are designated as Reviewing Officials.) The Reviewing Official determines the adequacy of the information supporting the request for Fulfillment. Under Section II of DD Form 2518, the Reviewing Official marks through "Individual has gained requisite skills and knowledge as proposed in Section I" (in Item 16.a) and pens in "adequate documentation included." The Reviewing Official concurs or nonconcurs that adequate documentation is included in the Fulfillment request; signs in Block 17; and marks through "Supervisor" and pens in "Reviewing Official" in Block 19.

c. The Reviewing Official submits the Fulfillment request to the Certifying Official. (The list of Acquisition Career Field certifying officials used for career field certification is used for review and approval of Fulfillment packages.) When the Reviewing Official concurs, he submits the Fulfillment request to the Acquisition Career Field Certifying Official for review and approval. If needed, the Certifying Official may request additional information. The Certifying Official approves or disapproves the Fulfillment request by completing Section III of DD Form 2518 and returns it to the Reviewing Official. (In Block 25, indicate "Certifying Official.") A disapproved request for Fulfillment may be appealed to the Acquisition Support Center Proponency Officer for the career field in question. Final decision for appeals lies with the Acquisition Career Field Functional Chief Representative.

d. Employees who take a DAU comprehensive test to obtain course credit in lieu of attending the course will use the following process rather than that outlined in paragraphs a, b and c, above. The employee will complete DD Form 2518, Fulfillment of DoD Mandatory Training Requirements. For documentation of competency, the employee attaches verification of the testing results from DAU rather than a self-assessment of the competencies. The employee submits the DD Form 2518 to the Reviewing Official for concurrence. The Reviewing Official forwards to the Certifying Official for concurrence and signature. The Certifying Official returns to the Reviewing Official.

d. The Reviewing Official updates official records: The Reviewing Official updates the requesting individual's official record and returns the original DD Form 2518 to the requesting individual.

//original signed//

MARY FULLER
Colonel, SC
Deputy Director
Acquisition Career Management

Enclosure